

# B.A. Bulletin

March 2001

## Important Health Benefits News for Benefits Administrators

## Upcoming Events

### MAR

**March 16 ♦** Spotlight notification issue mailed to B.A.s, materials available for orders

**March 19 ♦** Spotlight mailed to employees

**March 26 ♦** Benefits administrator and employee meetings begin in Richmond

### APR

**April 1 ~** Open Enrollment begins for colleges and universities, ends May 1

**April 4 ♦** B.A. and employee meetings end in Portsmouth

**April 16 ♦** Open Enrollment notification sent to non-Medicare eligible retirees and Extended Coverage participants

### MAY

**May 1-31 ♦** Open Enrollment for all other state agencies and for non-Medicare eligible retirees

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## Open Enrollment Meetings Begin Soon!

Starting March 26, a series of benefits administrator and employee meetings on Open Enrollment will be held around the state. Check the list sent to you earlier for exact locations. The meetings will feature representatives from the Office of Health Benefits and from the health plans.

Sessions begin at 2:00 p.m. for benefits administrators and 4:00 p.m. for employees. Be sure to register for the benefits administrator meetings with Jessica Cottingham at (804) 371-6436 or at [jcottingham@dhrm.state.va.us](mailto:jcottingham@dhrm.state.va.us).

### Schedule of Meetings

**Richmond -- March 26**  
**Lynchburg -- March 27**  
**Wytheville -- March 28**  
**Richmond -- March 30**  
**Harrisonburg -- April 2**  
**Manassas -- April 3**  
**Richmond -- April 4**  
**Portsmouth -- April 5**

## Life Events and Consistency

A special B.A. "tickler" was mailed recently concerning consistency and election changes outside Open Enrollment based on certain life events. The consistency rule provides that an election change must be on account of, and correspond with, the event involved. For example, an employee who obtains a divorce and decides to remove her husband as a dependent may not also remove her children from coverage. The second action is not consistent with the life event of divorce.



## Ordering Materials

New Materials Order Forms were sent to you in mid-March and are available on the DHRM web site. Please use these forms only for July 1 orders.

We will provide the Comparison of Benefits chart, benefits changes to Key Advantage and Cost Alliance, and extra issues of Spotlight at the meetings. Each health plan will have information packets available.

## "Double State" Employee Membership Lists

Some discrepancies have been uncovered in the BES system in the "Family Coverage, Both Spouses State Employees" membership category. Agencies with employees whose names appeared on the report are being asked to research and resolve the inconsistencies.

In some cases, employees failed to adjust their membership to "Family" coverage when their "waived" state spouse lost eligibility as a participant in the Health Benefits Program. As a reminder, agencies should collect the difference in premiums when it is discovered that an employee no longer eligible has benefited from the double state contribution.